

REPORT

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
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SUBJECT: Approval of Contracts Over \$25,000

DATE: July 15, 2003

EXECUTIVE DIRECTOR'S APPROVAL



RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The Following Consultant Contract is Recommended for Approval:**

Cambridge Systematics, Inc.	NTE \$ 315,991
KPMG, LLP	NTE \$ 184,561
Meyer, Mohaddes Associates, Inc.	NTE \$ 175,000
Sierra Commercial Real Estate Services, Inc.	NTE \$ 36,968

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 7/31/2003
PC DOC#88015



CONSULTANT CONTRACT

Consultant: Cambridge Systematics, Inc.

Scope: The Consultant will enhance model accuracy and add new capabilities to the current Regional Travel Demand Model. Major project tasks includes; re-estimation of the trip generation model, re-estimation of the mode choice model with particular emphasis on expansion of the sub-modal components, revision of the highway network assignment process including refinement of the multi-modal assignment methodology and development of alternative volume-delay curves, and creation of a new external trip model.

Contract Amount:	Total not to exceed	\$315,991
	Cambridge Systematics, Inc. (prime)	\$242,940
	Urban Analytics, Inc. (subcontractor)	\$ 73,051

Contract Period: August 1, 2003 through June 30, 2004

Work Element:

- 04-070.SCGC2 - \$155,000 (Funding Source: FHWA)
- 04-070.SCGC2 - \$ 28,000 (Funding Source: RCTC)
- 04-070.SCGC2 - \$ 31,000 (Funding Source: SANBAG)
- 04-070.SCGC2 - \$ 52,000 (Funding Source: OCTA)
- 04-070.SCGC2 - \$ 50,000 (Funding Source: SCRRRA)

Request for Proposal: SCAG staff mailed postcards to 96 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-051. The RFP was also posted on SCAG's web site. The following five proposals were received in response to the solicitation:

Cambridge Systematics, Inc.(1 subcontractor)	\$315,991
PB Consult, Inc. (4 subcontractors)	\$315,981
Smart Mobility, Inc. (2 subcontractors)	\$315,992
TJKM Transportation Consultants (2 subcontractors)	\$315,707
Wilbur Smith Associates (no subcontractors)	\$315,691

Selection Process: The Proposal Review Committee (PRC) evaluated the five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all five firms.

The PRC was comprised of the following individuals:

Chaushie Chu, MTA, Director of Information Services
Tony Van Haagen, Caltrans, Senior Transportation Modeler
Steve Smith, SANBAG, Principal Transportation Planner
Shirley Medina, RCTC, Program Manager
Henning Eichler, SCRRA, Project Manager
Deng Bang Lee, SCAG, Modeling/GIS Manager
Guoxiong Huang, SCAG, Senior Modeling Analyst
Ron Taira, OCTA, Manager of Modeling/GIS

Basis for Selection:

The PRC recommends Cambridge Systematics, Inc. (CSI) for the award of the Regional Model Improvement contract. CSI's proposal best addresses the project's key evaluation criteria, including their approach being technically sound and state-of-the-art, and all work elements are identified in the RFP. CSI has extensive experience and knowledge in transportation model development. They are very familiar with SCAG's Regional Model, and the key consultant staff is very competent.

CSI received the highest evaluation score of the five Consultants. They have an excellent reputation and a good track record for successfully completing model development projects in the SCAG Region. The PRC felt that the superior quality of CSI's proposal well outweighed the minimal cost differential.

CONSULTANT CONTRACT

Consultant: KPMG, LLP

Scope: The Consultant will provide external audit services to SCAG for fiscal years 2002-2003 through 2004-2005. These include preparation of SCAG's annual certified financial statements, Single Audit and Management Letter.

Contract Amount: **Total not to exceed (for 3-year contract) \$184,561**
KPMG (Prime)
(No Subcontractor)

Contract Period: August 1, 2003 through June 30, 2005

Work Element: 04-820.SCGS90 ...\$60,910 (Funding Source: Indirect Overhead)
05-XXX ...\$60,910 (Funding source: Indirect Overhead,
Subject to Approval of SCAG FY
04-05 OWP)
06-XXX ...\$62,741 (Funding source: Indirect Overhead,
Subject to Approval of SCAG FY
05-06 OWP)

Request for Proposal: SCAG staff mailed postcards to 12 pre-qualified firms to notify them of the release of RFP No. 04-001. The RFP was also posted on SCAG's web site. The following two proposals were received in response to the solicitation:

KPMG, LLP (No subs)	\$184,561
Macias, Gini & Company (No subs)	\$179,566

Selection Process: The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all both offerors.

The PRC was comprised of the following individuals:

Sid Tyler, RC, Chair of Audit & Best Practices Sub Committee
Ron Bates, RC, Member Audit & Best Practices Sub Committee
Dick Stanford, RC, Member Audit & Best Practices Sub
Committee
Bill Valencia, Caltrans, Planner
Ed Paul, SCAG, Internal Auditor

Basis for Selection:

The PRC recommends KPMG, LLP for the contract award because of KPMG'S knowledge of SCAG operations as an MPO, availability of resources needed to accomplish the audit by the scheduled due dates, knowledge of SAP and commitment to providing additional skills as needed to the timely completion of the audit. Although KPMG did not have the least expensive proposal, the PRC felt the difference of approximately \$5,000 over three years was minimal.

CONSULTANT CONTRACT

Consultant: Meyer, Mohaddes Associates, Inc.

Scope: The Consultant will develop a Traffic Count Program and a 2003 database consisting of counts (vehicles and trucks,) and vehicle occupancy on all locations (over 400) within the regional modeling screenlines (18). This joint project by SCAG and MTA will help to create a top-quality, defensible database that will be essential for model validation of the Regional Travel Demand model and the MTA Countywide Travel Demand model. The Consultant will also develop a Work Plan with recommendations for maintaining and updating the Traffic Count Program.

Contract Amount:

Total not to exceed	\$175,000
Myer, Mohaddes Associates (prime)	\$ 98,085
VRPA Technologies (subcontractor)	\$ 17,915
WILTEC (subcontractor)	\$ 59,000

Contract Period: August 2003 through April 30, 2004

Work Element: 04-330.SCGC1 - \$175,000 (Funding Source: MTA Local Return Money).

Request for Proposal: SCAG staff mailed postcards to 99 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-039. The RFP was also posted on SCAG's web site. The following six proposals were received in response to the solicitation:

Consilium (3 subcontractors)	\$174,735
Myer, Mohaddes Associates, Inc. (2 subcontractors)	\$175,000
TDS (2 subcontractors)	\$175,000
TransCore (3 subcontractors)	\$133,799*
Urban Crossroads (1 subcontractor)	\$173,442
Wilbur Smith Associates (2 subcontractors)	\$174,981

* Does not include new traffic count estimates in Task 5.

Selection Process: The Proposal Review Committee (PRC) evaluated all six proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with three offerors.

The PRC was comprised of the following individuals:

Luke Cheng, MTA, Program Manager

Tony Van_Haagen, Caltrans, Senior Transportation Modeler

Deng Bang Lee, SCAG, Modeling/GIS Manager

Dale Iwai, SCAG, Senior Modeling Analyst

Basis for Selection:

The PRC recommends Myer, Mohaddes Associates (MMA) for the contract award because of MMA's innovative approach to database development, successful completion of numerous similar projects, impressive responses to the questions posed during the interview, and excellent past performance record. In addition, the PRC was very pleased with MMA's reputation for completing work ahead of schedule. MMA received the highest evaluation score of the six consultants. The PRC felt that the superior quality of MMA's proposal well outweighed the slight cost differential between MMA and other consultants.

CONSULTANT CONTRACT

Consultant: Sierra Commercial Real Estate Services Inc.

Scope: The Consultant will analyze SCAG's office space needs and work with SCAG to market and sublease any excess space.

Contract Amount: **Total not to exceed \$36,968***
Sierra Commercial Real Estate Services Inc (prime)
(No subcontractors)

*The commission is only payable upon execution of a sub-lease with a tenant for excess SCAG space. Total not to exceed is based on an estimated rental rate of \$15 per square foot for approximately 14,083 square feet, and a five year lease. The cost may vary depending on whether the broker for SCAG also represents the tenant, or whether the tenant has their own representation.

Contract Period: August 1, 2003 through April 30, 2004

Work Element: 04-840.SCGS90 ...\$36,968 (Funding Source: Indirect Overhead)

Request for Proposal: SCAG staff mailed postcards to 30 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 03-036. The RFP was also posted on SCAG's web site. The following three proposals were received in response to the solicitation:

Coldwell Banker Commercial (no subs)	\$73,936
Sierra Commercial (no subs)	\$36,968
Studley (no subs)	\$63,374

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Bert Becker, SCAG, Chief Financial Officer
Victor Ryden, SCAG, Acting Manager of Operations
Tahirih Smith, Caltrans District 7, Sr. Transportation Planner

Basis for Selection:

The PRC recommends Sierra Commercial. They have the most competitive rate of the three brokers. They have extensive knowledge of the commercial real estate market and have both tenant and landlord experience. This is essential, as SCAG will be functioning as a landlord during the term of the sub-lease. In addition, Sierra Commercial currently has a working relationship with the owner and management company of the 818 Building, which will be advantageous during negotiations.